



DEPARTMENT OF THE NAVY
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OPNAV INSTRUCTION 1306.3

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: GUIDANCE FOR UTILIZATION OF PERSONAL QUARTERS MESS MANAGEMENT SPECIALISTS (PQMS)

Ref: (a) 10 U.S.C. Section 7579(a)
(b) DoD Directive 1315.9 of 21 Jun 76
(c) SECNAVINST 1306.2C
(d) SECNAVINST 7042.7J

1. Purpose. To amplify guidance promulgated in references (a) through (c) for designated flag officers regarding the use of Personal Quarters Mess Management Specialists (hereinafter referred to as "enlisted aides").

2. Applicability. This directive applies only to the use of enlisted aides appropriately assigned to flag officers in accordance with references (a) through (c). The guidance contained within this instruction is limited to the issue of utilization of enlisted aides assigned to public quarters and should not be used as authority supporting use of military personnel or government resources in any other context.

3. Discussion. Use of enlisted aides in a service capacity in public quarters is authorized in law by reference (a). Flag officers assigned enlisted aides must exercise good judgment when implementing the requirements of this instruction. Full compliance with both the letter and spirit of the guidelines is required.

This instruction amplifies guidance contained in the references concerning two frequent and challenging issues:

a. Determining when enlisted aides may assist in the planning, preparation, and conduct of social functions, and

b. The involvement and interaction of flag officers' spouses with enlisted aides.

4. Standards. In accordance with references (b) and (c), enlisted aides are authorized for the purpose of relieving flag officers of those minor tasks and details that, if performed by the officers, would be at the expense of their primary military and official duties. Authorized enlisted aide duties are those that relate to the officer's military and official responsibilities, including assistance in discharging official DOD social responsibilities that inhere in certain flag officer positions. The propriety of such duties is governed by the official purpose served rather than the nature of the duties. As a general rule, flag officers may utilize enlisted aides for duties that have a "reasonable connection" with that officer's military and official duties. Duties are reasonably connected to an officer's military and official duties if they contribute in any way to the accomplishment of an official function of the flag officer. However, enlisted aides shall not be used for duties that contribute solely to the personal benefit of flag officers or their families.

a. The flag officer alone is responsible for determining whether duties assigned to enlisted aides are reasonably connected to the officer's military and official responsibilities. This responsibility may not be delegated.

b. Responsibility for the supervision, direction, and performance of duty of enlisted aides lies solely with the flag officer. Such responsibilities shall not be delegated to dependents or other persons not directly in the officer's immediate command.

5. Permissible Duties. Per references (b) and (c) and in connection with military and official functions and duties, enlisted aides are permitted to:

a. Assist with the care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment. Enlisted aides may be assigned to clean and maintain all spaces in assigned flag quarters, including but not limited to all living and dining areas, kitchens, bedrooms, bathrooms, hallways, basements, attics, garages, and storage areas. Cleaning is defined as those functions necessary to maintain the appearance and long-term preservation of the public residence. Acceptable duties include but are not limited to dusting, vacuuming,

cleaning windows, stripping and waxing floors, steam-cleaning carpets, and cleaning of moldings, window sills/treatments, baseboards, railings, etc. Cleaning does not include making beds, picking up or organizing personal effects, or other duties that contribute solely to the personal benefit of the flag officer or dependents. As a general rule, enlisted aides are responsible for the maintenance and cleanliness of the public residence; quarter's residents retain responsibility for cleanliness, organization, and maintenance of personal effects;

b. Perform as point of contact in the officer's quarters, including receiving and maintaining records of telephone calls, making appointments, and receiving guests and visitors;

c. Perform duties necessary to the upkeep and maintenance of assigned quarters. Enlisted aides may be assigned minor grounds keeping duties (e.g., mowing, raking, watering, trimming trees and bushes, and general yard policing) and repair and maintenance tasks (e.g., plumbing, electrical, hardware) that are required to maintain presentable and functional quarters. Enlisted aides may not be assigned major landscaping or repair duties; such tasks shall be performed in accordance with local procedures established for flag officer housing;

d. Assist in planning, preparation, arrangement, and conduct of official social functions and activities, such as receptions, parties, and dinners;

e. Purchase, prepare, and serve food and beverages in the officer's assigned quarters; and

f. Accomplish tasks that aid the officer in the performance of his military and official responsibilities, including performing errands for the officer, providing security for the quarters (including during times of extended absences of the officer such as deployments), and providing administrative assistance.

6. Impermissible Duties. No flag officer may utilize an enlisted member as a servant for duties that have no reasonable connection with the officer's military or official duties or which contribute solely to the personal benefit of individual officers or their families. Per references (b) and (c), the following are examples of duties that have no reasonable connection to an officer's military or official duties and therefore are not appropriate duties for enlisted aides:

- a. Any form of pet care including feeding;
- b. Any form of infant or child care;
- c. Grounds keeping duties other than tasks such as mowing, raking, watering, trimming trees and bushes, and general yard policing;
- d. Operation, care, maintenance, or cleaning of any privately-owned vehicle;
- e. Maintenance of privately-owned recreational or sporting equipment, except in connection with the use of such equipment for official purposes; and
- f. Any personal services solely for the benefit of or at the direction of dependents or unofficial guests including:
 - (1) Any driving, shopping or private errands; or
 - (2) Laundry services.

7. Voluntary Paid Services. Nothing in this instruction should be construed to prevent flag officers from employing their enlisted aides during their off-duty hours on a voluntary, paid basis to perform duties, such as those outlined in paragraph 6(a) through (f) above, that are not authorized to be performed by the enlisted aides in a duty status. Payment for such services should be reasonable and commensurate with services rendered.

8. Social Functions. Flag officers may use enlisted aides to support social functions that are reasonably connected to the officers' military and official duties and responsibilities. Social functions, even if not official, may satisfy the lower standard of "reasonable connection" to the flag officer's military or official duties. In such a case, enlisted aides may be used to support an event, even when the event is not otherwise eligible to be supported with appropriated funds or use of government resources. The following guidance is provided to assist flag officers in determining when enlisted aides may be used to support a social function. This guidance is applicable only to the question of whether or not a function may be supported with enlisted aides and should not be used in making any other determinations with respect to use of government resources or military personnel.

a. Factors to Consider. The below factors may be considered in determining whether use of enlisted aides is proper to support a social function. Not all of the factors need be present, nor should any single factor alone be dispositive.

(1) The primary focus of the event is the transaction of official business, e.g. disseminating information, presenting awards, or hosting a foreign dignitary or prominent national, state, or local official;

(2) The event is intended to improve morale, promote esprit de corps, and develop interpersonal relationships among command members and their families;

(3) Dignitaries, civic/community leaders, or senior military personnel attend as official invitees;

(4) Personnel attend in uniform;

(5) The event is held at the flag officer's public quarters or other government location;

(6) The flag officer considers it part of his duties to host the social function;

(7) No fee is charged for attendance; and

(8) The flag officer would be entitled to a "business entertainment expense" tax deduction for personal expenses incurred in hosting or participating in the event. Flag officers should carefully consult with their legal advisor before applying this factor.

b. The following are examples of functions where utilization of enlisted aides would be proper in support of social functions. This list is not meant to be all-inclusive.

(1) Social functions held in conjunction with standard military ceremonies including: ship christenings, commissionings and decommissionings; cornerstone ceremonies and building dedications; memorial services; changes of command; military reviews; military school graduations; officer commissioning or reenlistment ceremonies that the flag officer presides over; and award ceremonies;

(2) Social functions held in conjunction with retirement ceremonies when coincident with a change of command or when approved by the flag officer;

(3) Luncheons, dinners, receptions, or other functions where heads of activities entertain in the interests of the Department of the Navy;

(4) An event funded by Official Representation Funds (ORF) in accordance with reference (d); and

(5) Social functions hosted by the flag officer for the purpose of honoring arriving or departing senior members of his organization, similar to the traditional hail and farewell.

9. Events involving the flag officer's spouse.

a. Per reference (c) and paragraph 4 above, the flag officer alone is responsible for determining whether duties assigned to enlisted aides are reasonably related to the officer's military and official responsibilities. This responsibility may not be delegated. In addition, responsibility for the supervision, direction, and performance of duty of enlisted aides lies solely with the flag officer. Such responsibilities shall not be delegated in any way to dependents or other persons not directly in the officer's immediate command.

(1) It is appropriate, however, for flag officer spouses to closely collaborate and work with enlisted aides during the planning and execution of official social functions authorized by the flag officer, should the spouse so desire.

(2) Enlisted aides having questions concerning their relations with dependents or others in public quarters should seek guidance directly from their assigned flag officer.

b. In most cases, a flag officer must be present at a function in order to justify use of enlisted aides. A rare exception arises when, at the request of the flag officer, the flag officer's spouse hosts a function in the absence of the flag officer and the flag officer determines that the spouse's role in executing the function has a reasonable connection to the flag officer's official duties and responsibilities. For example, a flag officer may determine that a spouse event is reasonably connected to the flag officer's official duties if it

is designed to improve morale, promote esprit de corps, and develop interpersonal relationships that lead to greater unit cohesiveness and an understanding of the command's mission. In such cases, enlisted aides may be used to support the function.

10. Additional Guidance. This instruction is not all encompassing, and does not provide an exhaustive list of all permissible activities for enlisted aides. References (b) and (c) provide additional guidance on allowable assignments. Flag officers should consult their ethics counselors for advice when applying these guidelines.

11. Action. Flag officers authorized assignment of enlisted aides shall adhere to the guidelines set forth in this instruction and the references.

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Distribution:
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